

Keeping safe on Campus: Guidance for PGRs Updated 6 January 2021

Please note that following the announcement of a new national lockdown on 4 January 2021 only researchers and postgraduate researchers who require access to specialist facilities for their work can be on campus. All other PGRs should continue to work remotely.

On-campus [COVID testing](#) is available to all staff and PGRs who may be required to work on campus. If you are required to be on campus it is critical that you continue to observe [COVID safety rules](#) that are in place and follow the guidance about travelling outlined below. This includes holding meetings online and following instructions for moving around and using buildings. You must [report](#) if you test positive or are self-isolating.

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Before you come to Manchester

If you are new to Manchester or have not already done so, register with a GP. You can find your [nearest GP surgery](#) and complete registration online. We have some helpful advice on [registering with a GP](#) and [UK healthcare](#).

Before you come on to campus

We expect the majority of PGRs will continue to work from home, but if you are coming on to campus to use a specialist research facility, you and your supervisor must have already completed all the necessary risk assessments. These, along with more detailed information, can be found on our [‘Return to Campus’](#) website.

Before you come on to campus, you and your supervisor should have discussed any requirements specific to your area of research and agreed working times and patterns. All PGR and supervisor/advisor meetings must be held remotely.

Download the NHS COVID-19 App

We are requiring everyone on campus to download the [NHS COVID-19 app](#). The app is completely anonymous and has a number of tools to help protect people including contact tracing, local area alerts, a symptom checker and test booking. Read more about using the app on [My Manchester News](#).

Setting off for campus

- If you or someone you live with have any symptoms of COVID-19, then you must not go onto campus. Inform your [Department/School/Faculty support team](#) and PGR supervisor and follow NHS and University guidance on what to do next.
- Wash your hands carefully before setting off.

Travel

- If you can walk or cycle to work, you should do so. Support and training is available if you want to start cycling, from both [our University](#) and [Transport for Greater Manchester](#).
- If you need to use public transport, [Transport for Greater Manchester](#) has detailed information on available services and how to use them safely and the [Stagecoach Magic Bus App](#) can help plan your journey via bus.
- Wear a face covering and try to maintain social distancing.

Arriving and leaving campus

- Our buildings have clearly marked entry and exit doors. Please make sure you use them to help maintain social distancing.
- We also ask that you for our QR code check in points and complete check-in through the [NHS Covid-19 app](#).
- Use hand sanitiser where available immediately on entry to avoid contaminating high contact surfaces. Alternatively, use toilets on the ground floor to wash your hands thoroughly using soap and water for 20 seconds. You should then sanitise or wash your hands regularly as you move around.

Getting around buildings

- Follow any signs and markings on the floors, stairwells and lifts to maintain social distancing.
- Make your way to and from your area of work directly.
- Avoid touching high-contact surfaces such as door handles, lift buttons if you can. You may be able to use your elbow or foot to push open the doors.
- Use stairs wherever possible and avoid using lifts. Lifts are reserved for those that need them most and will have much reduced capacity.

Taking a break

Check and comply with the guidelines in your local area, but in general:

- Food preparation on the campus is not recommended; bring your lunch from home.
- You can use microwaves, kettles and fridges, but you are responsible for cleaning touch points before and after use. Containers should be disposable or taken home.
- Plumbed in water coolers may be used to refill containers, but bottled water coolers are not to be used in order to minimise risk. Containers should be disposable or taken home.
- There may be spaces available for taking breaks and eating lunch, but these should not be used for social gatherings and social distancing must be maintained.
- If necessary, stagger break times with your colleagues.
- Wash your hands carefully on arrival and departure from the break area.
- Social distancing is not possible in toilets; most will have a strict one-person in/one-person out policy and will be signposted to indicate this. You will be expected to sanitise the areas you have touched.

Face coverings

- Please see the [University's FAQs](#) relating to the use of face coverings on campus.
- Follow UK government guidance on [how to wear a face covering](#) and [how to keep face coverings maintained](#).
- Face coverings don't replace social distancing. Always maintain a 2 metre distance from others.

To use these correctly:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it.
- Change and wash your face covering daily.
- If the material is washable, wash in line with the manufacturer's instructions. If it is a single-use item, dispose of it carefully in your usual waste.

Sharing concerns

It is important that you raise concerns about safety. Your voice is important in helping us collectively to improve how we protect ourselves and others from harm. You should raise any safety concerns or suggestions with your supervisor in the first instance. If you still have concerns, you can report these to our COVID-19 team via coronavirus-info@manchester.ac.uk.

What to do if you, or someone you live with, has COVID-19 symptoms

You should follow the instructions below if:

- you have any [COVID-19 symptoms](#) (a high temperature, new, continuous cough or a loss or change to your sense of smell or taste);
- you've tested positive for COVID-19 (this means you have coronavirus);
- you live with someone who has symptoms or has tested positive;
- someone in your support bubble has symptoms or has tested positive;
- you're told by NHS Test and Trace that you've been in [contact with a person with COVID-19](#).

Start to self isolate

Self-isolation is when you do not leave your accommodation because you have or might have COVID-19. Please remember to always follow the [NHS guidance on when to self-isolate and what to do](#), paying special attention to the advice on how long to self-isolate for.

We can offer you support while you are self-isolating. You are not alone. Our [self-isolation guidance](#) will have our most up-to-date information and support available to those who are required to self-isolate. We will regularly update this advice in line with national and local guidance.

Tell us you have started to self isolate

We have simplified our process for you to tell us if you are self-isolating and you can now do this directly via an [eForm](#).

You should also contact your [Department/School/Faculty support team](#) and PGR supervisor to let them know that you have started to self-isolate.

If you live in University halls of residence, please also contact your ResLife team to let them know and we can put the right support in place for you:

- Monday to Friday, 8am to 6pm, please email reslifeadmin@manchester.ac.uk;
- out of hours (Monday to Friday, 6pm to 8am and weekends), please [call your Duty ResLife Advisor](#).

You should consider telling a member of your family or a friend that you are self-isolating, so that they can offer additional support.

Request a COVID-19 Test

If you have symptoms, book a test through the [NHS COVID-19 app](#), or via the [NHS website](#). You can choose to take the test at a local test site and receive the results the next day or have a test kit delivered to you.

If you test negative for COVID-19, check if you can stop self-isolating

You can stop self-isolating as long as:

- everyone you live with who has symptoms tests negative;
- everyone in your support bubble who has symptoms tests negative;
- you were not told to self-isolate for 14 days by NHS Test and Trace – if you were, find out what to do if you've been told you've been in [contact with someone who has COVID-19](#);
- you feel well and have no symptoms.

If you have diarrhoea or you're being sick, stay at home for at least 48 hours after they've stopped

If you test positive, let us know and continue to self-isolate

You must let us know if you have tested positive for COVID-19 so that we can support you, and others you may have been in contact with. Here are the steps you should follow if you receive a positive result:

- self-isolate immediately (follow the [NHS guidance on when to self-isolate](#) and what to do, paying special attention to the advice on how long to self-isolate for);
- if you need medical advice about your symptoms, check the [NHS 111 online coronavirus service](#);
- if you start to feel very unwell or in case of a medical emergency, call 999;
- please inform the University if you are self-isolating, you can now do this directly via an [eForm](#).
- your School will be informed if you complete an eForm, we encourage you to also contact your [Department/School/Faculty support team](#) and PGR supervisor to let them know that you have tested positive;
- if you live in University halls of residence, please also contact your ResLife team to let them know and we can put the right support in place for you: Monday to Friday, 8am to 6pm, please email reslifeadmin@manchester.ac.uk. Out of hours (Monday to Friday, 6pm to 8am and weekends), please [call your Duty ResLife Advisor](#).

We would also advise informing your family member or emergency contact if you test positive for COVID-19, so that they can offer additional support.

SafeZone App

SafeZone is our mobile app designed to give you extra peace of mind when coming to campus or living in accommodation, particularly during the current pandemic.

It allows you to contact our COVID-19 helpline to ask any questions, report concerns or inform us of a positive COVID-19 test. It also allows you to contact our Security team directly if you are in an immediate emergency or require first aid. Please see the [Safezone App pages](#) for further information.

Wellbeing

Our [support services](#) are open to all PGRs and wellbeing resources specifically for PGRs can be accessed [here](#).

COVID-19 information for PGRs

Detailed guidance, news and [FAQs](#) are available for PGRs

Important contacts on campus

- Security: 0161 306 9966 (on the back of your ID card)
- Estates and Facilities Helpdesk: 0161 275 2424
- IT Services: 0161 306 5544
- Occupational Health: 0161 306 5806